DRAFT 9-27-01

Resource Allocation Assessment

This worksheet should be completed and provided to your functional management no later than (date). RPS and his staff will use this information in their 2002 resource allocation discussions.

Name:_____

I. Activities

List those activities to which you plan to allocate your time in 2002. For each activity, assign it an approximate percentage and indicate whether you are the lead or a support resource.

(hours?)

II. Projects

List those projects to which you plan to allocate your time in 2002. For each project, assign it an approximate percentage and indicate whether you are the lead or a support resource.

(hours?)

* include specific section for manuscripts [not in projects]

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